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Amendment VR Rep

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UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

National Archives and Records Service
Washington, D.C. 20408

DATE : June 4, 1970
TO : All Agency Records Management Officers
SUBJECT: Vital Records Protection Status Reports

This is a reminder that the date is approaching for submitting the annual Vital Records Protection Status Reports (SF 2034 and SF 2035). As you know, Subpart 101-11.701.8 of the FPMR requires that status reports be submitted for each agency program "...annually, as of June 30...due 10 workdays thereafter."

The NARS records management handbook Federal Vital Records Program discusses the required reports in detail.

This year the reports, in duplicate, are due no later than July 14, 1970. Shortly after that date NARS must transmit copies of the reports to the Office of Emergency Preparedness.

The reports should be sent to:

General Services Administration
National Archives and Records Service
Office of Records Management
Center Operations Division, Room 14N
Washington, D.C. 20408

Any questions should be addressed to Mr. Isadore Perlman of my staff (Code 13, Extension 35185).

Walter W. Stender

WALTER W. STENDER
Deputy Assistant Archivist
for Federal Records Centers

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